



READ ME Before You Apply for a Child Care Group Home Certificate:



- Obtain any vacant and agricultural land owners' and lessee(s)' names and addresses within a ¼ mile of the facility.
 - ✓ Complete and send in the *Agricultural Land Notification Form* with the packet.
 - ✓ Send a copy of the Buffer Zone agreement and documentation that the agreement is in the office of the County Recorder as a restrictive covenant running with the title to the land, if applicable.
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- Contact the local zoning office to obtain the proper permit, if applicable; licenses are attached to a specific address.

NOTE: It is the policy of the Department to require that each child care group home be operated in compliance with local zoning requirements. It is important that you are aware of your obligation to comply with the local laws, including zoning, building and fire.
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- Contact DPS to request fingerprint information for the application signatory(ies):

Department of Public Safety
Applicant Clearance Card Team
P.O. Box 18390
Phoenix, AZ 85005
602 223-2279
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- Contact a licensed plumber or a person licensed by the State to conduct inspections or repairs of gas lines or heating devices (if applicable).
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- You will receive an invitation letter to attend the Department-provided Orientation when all required application documents have been submitted and approved. After you have completed the Department Provided Orientation, send a copy of the *Certificate of Completion* verifying attendance for applicant & provider, if provider is different from the applicant. (per R9-3-201.B.15)